**Connect Textbooks to Classroom**

**First two methods are done locally and need to be done every year.**

**#1 Way**

* Login as teacher (firstname.lastname) (lastname)
* Choose My Info tab
* Scroll to lower part of page under **Currently Teaching**
* Click edit icon next to period to be updated
* Under “Textbooks choose update icon
* Assign section
* **Find Textbook** [ISBN] **in** ISBN
* Assign to section button [right-side]
* Click OK to SAVE

**Or**

**#2 Way**

* Choose **Back Office** tab
* Click on **Update Classes** in navigation bar on left
* Find Teacher and section
* Click on Edit (paper and pencil icon) on right-hand side of page
* Under **Textbooks**, Click on **Update**
* Type in Textbook Title (Big Ideas Math 7, 8, Envision Math 6)
* Click on **Assign to Section** (right hand side of page)
* Click **OK**
* Click on **Update Classes** in navigation bar to do a new class

**Associate a textbook from the District Level**

**This should only need to be done once.**

Login at District rath than school level

L=**dtextbook**

P=**textbook**

Go to **Back Office**

**Update Classes**

Find class on Class [ID] ; *Class are listed by title in alphabetical order followed by class code/number\* (use class codes from Registrar to verify you have the right class & name, school number also listed at the end of the class code)*

Choose **Edit** button on line with class

Select **Textbook**

In **Find Textbook** box search by ISBN or Title (title appears)

Click on **Assign to Class**

Check box – **Also add to all existing class sections**

Then choose **OK**

Choose **OK** again to leave Edit

Check off corresponding book on printed list

\* 1st 4 digits are class # ; last digit is a locally assigned number followed by school number

\*\* *Shortcut if you know the class ID use Control F (Windows) or Option F (MAC ) and type in the class ID. It will highlight the class for you.*